

**Attachment J.3:
Deliverables and Outputs
(Complete Outputs and attach to monthly invoice)**

Deliverable	Time-Frame	Includes	Monthly Outputs
1. Business Support	Begin project	A compressed assessment within 90 days of the contract award to determine strengths and areas needing development in the following: legal, financial, leadership, assets, state network.	
2. Revised Work Plan w/Task and Activities	Day 91-100 of the beginning of the project	Revised work plan based on the assessment	
3. Leadership Development	On-going at regular organization meetings	Training and skill building for the FACES Board of Directors to cover key areas of responsibility: legal affairs, long range planning, replacement of board members, establishing committees, marketing, finance, organizing board meetings, monitoring and assessing accomplishments of the organization.	
4. Freestanding Organization	By 10 th month of first year of contract draft plan w/ongoing consultation with FACES board and VDSS	A timeline and business plan to become an independent organization that has a salaried executive director accountable to the Board. To identify and obtain existing and new funding to sustain the organization.	
5. Partnerships with Other Organizations	On-going with documentation of results	Establishing and implementing working partnerships with private and other public groups (through formal agreements, if applicable) capable of supporting the efforts (both financial and programmatic) of the	

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		organization.	
6. Network of Local Foster/Resource Parent Groups	By 10 th month and on-going thereafter with documentation of results	Establish and implement a plan to foster the development of local resource parent groups and set-up viable communication avenues for periodic meetings and ongoing information sharing.	
7. Member-to-member Resource Helpline	By 10 th month	Traditional information systems and new technologies to establish member-to-member information sharing and dissemination of resource information.	
8. Organization Activities	Develop a work plan for annual/quarterly board activities and collaborations	Technical assistance to the Board to structure and coordinate activities in ways that minimizes duplication and maximizes existing resources that exist for advocacy and training for resource families (State and national activities).	
9. Board Meetings and Training Events	Establish board meeting dates and costs for reimbursements	Travel and lodging for board members to attend organizational meetings.	
10. Presentations and VDSS meetings	Four to five meetings per year	Meeting with VDSS internal groups and stakeholders (League of Social Service Executives, Child Welfare Advisory Committee, etc.	
11. Monthly Reports	Monthly or more often, if required	Telephone calls and email reports to the contract manager.	
12. Quarterly Reports	Quarterly	Progress made as compared to the completed work plan submitted with the proposal	

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13. Annual Report	Annual	Description of the cumulative activities of the contract	
14. Other (explain)			
15. Other (explain)			